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ERA PROCEDURES

PROCEDURES FOR THE PREPARATION
OF CURRENT SUPPORT BRIEFS

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WARNING

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CENTRAL INTELLIGENCE AGENCY

Office of Research and Reports

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S-E-C-R-E-T

PROCEDURES FOR THE PREPARATION
OF CURRENT SUPPORT BRIEFS

1. Purpose

Current Support Briefs (CB's) are among the principal means by which the Office of Research and Reports (ORR) fulfills its responsibility to provide the US Government with intelligence on developments within the economies of the Sino-Soviet Bloc and on the military and economic activities of the Bloc in underdeveloped countries of the Free World. The prime criterion for using this medium for the publication of an ORR analysis is that of immediate interest. The currency of the information, therefore, is of primary importance, although currency may be determined not only by the date of information but also by the date of completion of research leading to new intelligence conclusions. The publication process for the CB is organized to minimize the time required in this process without neglecting the review and coordination required of all ORR publications.

Any research activity within the area of ORR responsibilities is a legitimate subject for a CB. The purpose, the rapid production process, and the wide distribution (which, in addition to the normal recipients of ORR reports, includes specific individuals and units particularly concerned with current intelligence) all require that a CB be of interest to a reasonably wide segment of the intelligence community, that it be brief, and that it be written so that it can be easily understood. A CB may be originated by normal command channels, by any analyst, or by the Current Support Staff (St/CS) in behalf of the National Indications Center (NIC) or the Office of Current Intelligence (OCI).

CB's must be coordinated with all appropriate ORR branches to insure that they reflect accurately an Office position. When CB's also concern the production responsibilities of OCI or the Office of Scientific Intelligence (OSI), they must be coordinated with appropriate analysts in these Offices.

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2. Distribution

The distribution of CB's is arranged and controlled by the Publications Staff (St/P), ORR, through its Control Section (St/P/C). CB's are disseminated to the intelligence community on the same basis as other ORR finished intelligence reports. In addition, CB's based on special intelligence are sent to the AFSSOP (Air Force Security Service, Office of Production), which is especially concerned with current developments. CB's are intellofaxed or coded and are filed in appropriate repositories of the Office of Central Reference (OCR). Subject to the limitation of classification and control, they are made available to the various [REDACTED] [REDACTED] Extra copies are retained in St/P/C for supplemental distribution.

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3. Style

A proposed CB should be triple spaced and should not exceed four to five legal-size pages. Longer discussions on subjects of current intelligence interest should be prepared as Intelligence Memorandums (EM's) and submitted in accordance with established procedures for such publications. The organization of CB's and the style of writing used in them should approximate the organization and style of OCI publications. The two styles currently used are the "review" style and the "source-comment" style.

a. Review Style

Under the review style the essential facts of the situation and the significance of these facts are summarized in the first paragraph, which is limited to about 15 lines. The succeeding paragraphs then develop the story in a logical sequence. This style, which is similar to that of the New York Times and is used in the Current Intelligence Weekly, will be used in a CB of three to four legal-size pages.

b. Source-Comment Style

Under the source-comment style the significant information in the primary source used is given in the first paragraph. The succeeding paragraphs contain the comments of the analyst. This style, which is used in the Current Intelligence Digest, will not be used in any CB that exceeds two legal-size pages.

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In using either style the analyst will indicate in the text the general type of source supplying the information, such as a recent press report, official statistics, a usually reliable source, or information from a repatriate. To protect intelligence sources and methods from unauthorized disclosure, CB's will be prepared and edited as prescribed by CIA Regulation 50-7, which states that finished intelligence will be edited in such a manner as to eliminate the possibility of disclosing covert or sensitive overt sources and the methods of collection. In addition, in order to facilitate the release of CB's to foreign governments, statements in a CB that are based on intelligence information produced by other CIA offices or by other agencies of the US Intelligence Board (USIB) must be paraphrased and used in a manner which effectively conceals the originating agency, the source of the information, the place and date acquired, and the manner of acquisition. All sources must be listed at the end of the CB and referenced by arabic numerals, as in all ORR reports. Sources need not be evaluated, inasmuch as it is assumed that sources would not be used unless they were considered credible by the analyst. In listing source references the analyst will exercise great care to include all security restrictions with respect to dissemination (such as NO FOREIGN DISSEM) so that sensitive information will not be passed to unauthorized recipients.

4. Graphics

Maps are permissible in CB's when in the judgment of St/CS and the analyst their use is necessary for clear presentation of the subject. Normally the map will be restricted to two colors and black or to overprinting on already available base maps. Map work for CB's will be requested by the analyst through St/P.

Simple tabular presentation of relevant data in a CB is encouraged. Complex tabular presentation of large quantities of data is out of place. Graphic presentation of data generally is not possible.

5. Review

After appropriate Branch and Division review, an original and two copies of each proposed CB should be submitted to St/CS in accordance with procedures established by the Divisions. On receipt of a proposed CB, St/CS will evaluate the draft within the framework of the established criteria for publication as outlined above. If it is decided not to publish

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the proposed CB in any form, a memorandum outlining the reasons for rejection will be sent to the analyst through his Division Chief. (Normally a draft of a CB that is used as the basis for an article in an OCI publication will not be published separately as a CB.)

6. Editing and Publishing

CB's approved by St/CS for publication will be forwarded to St/P for editing. St/P will edit the draft and return the edited draft to St/CS for concurrence by the St/CS monitor and by the analyst. The draft then will be returned to St/P for typing, proofing, and final review. The typed manuscript will be sent, in turn, to the monitor, the analyst, and the Chief of the Economic Research Area (Ch/E) for final approval. St/P will coordinate the text and any graphics involved and will forward the manuscript to reproduction for publication as a CB.

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